

Individual ToR for the Recovery and Reforms Delivery Office

POSITION: ADMINISTRATIVE ASSISTANT (CATEGORY 3)

1. Objective(s) and linkages to Reforms

The Recovery and Reforms Delivery Office (RDO) is one of the main cornerstones of the Ukraine Recovery and Reform Architecture Programme (URA)¹. It is placed in the Cabinet of Ministers of Ukraine and serves as an advisory body to the CMU, coordinating and analysing the processes of reforms implemented by the Ukrainian administration.

Administrative Assistant will ensure comprehensive organizational and administrative support of the RDO, including project management assistance, and perform other ad-hoc tasks upon request of the Executive Director to support the efficient performance of RDO tasks.

2. Position and reporting line

The consultant will be reporting to the RDO Executive Director.

3. Duration and proposed timeframe

The initial consultancy assignment is expected to start at the earliest possible time and has an estimated duration till 31 August 2025. Subject to the availability of funding, the performance of the selected consultant and the specific needs of the RDO, this appointment may be extended.

The consultant is expected to be based in Kyiv.

4. Main Duties and Responsibilities

- Performing daily administrative and organizational tasks to ensure efficient operation of the RDO;
- preparing meeting materials, making and sharing minutes with stakeholders for timely decision-making;
- processing correspondence, systematizing, and maintaining office files, both physically and virtually;
- ensuring RDO communication with internal stakeholders;
- making inputs to regular reports to donors in a required format;
- providing translation support (Ukrainian- English/English –Ukrainian);
- developing RDO internal documents and approving with the Executive Director and relevant internal stakeholders when needed;
- making necessary travel arrangements for RDO business trips;
- providing support with the procurement of goods and services for the office;
- preparing draft presentations and spreadsheets;
- supporting the recruitment process and onboarding of new consultants;
- assisting with the preparation and holding of meetings and various events, including events related to the Ukraine Donor Platform and Ukraine's recovery;
- performing ad-hoc tasks upon request of the Executive Director.

¹ Ukraine Recovery and Reform Architecture (URA) is a comprehensive technical assistance programme deployed by the European Bank for Reconstruction and Development (EBRD), in partnership with the European Union, to support critical reform processes in Ukraine. URA is supported by the EBRD-Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA).

5. Qualifications, Skills, and Experience

5.1 Qualifications and skills

- At least a Bachelor's degree. Master's degree is an asset;
- fluency in Ukrainian and English;
- solid verbal and written communication skills;
- digital literacy, e.g., MS Office Suite, Google Workspace, etc.

5.2 Professional experience

- Preferably more than 5 years of general professional experience, a minimum 1 year of experience relevant to the position, including administrative, project management and/or event management support in international technical assistance projects, international organizations, non-governmental organizations, public service, business consultancy, etc.;
- experience in facilitating communications, scheduling meetings, and information management;
- knowledge of office and communication practices and procedures.

5.3 Other experience:

- Understanding of reform and recovery agenda in Ukraine;
- planning and team management skills.

6. Funding Source

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). Contributors to which are Austria, Denmark, Finland, France, Germany, Italy, Japan, Latvia, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States, and the European Union.

Please note that selection and contracting will be subject to the availability of funding.

7. Submissions

Submissions must be prepared in English only and delivered electronically by 12 December 2024 to the following address: anastasija.kyslytska@gmail.com

All submissions must include:

- Completed, signed, and scanned/photographed Application Form;
- completed, signed, and scanned/photographed Non-Disclosure Agreement Form;
- applicant's CV;
- contact details for three referees who, if contacted, can attest to the professional and/or educational background of the candidate.

Only applications that have been submitted using the correct template and are fully completed will be considered.

Important notice: only Ukrainian nationals are eligible to apply; civil servants are not eligible to apply unless 6 months have elapsed since they left such employment.

8. Selection Procedure

Following the evaluation of all applications received, selected candidates may be invited to a written test. Only shortlisted candidates will be invited to an interview.